

Commonly Filed Documents

Title of Document*	Filing Code to be Used	Suggested "Text" to include in Additional Filing Description
Affidavit of No Answer, ID, Non-Military, Costs and Disbursements	AFNOANSID - Affidavit of No Answer, ID, Non-Military Status and Amt Due	"and costs and disbursements"
Affidavit of Service **	AFSERVICE-Affidavit of Service	what was served - ie "of notice of motion on plaintiff"
Affidavit of XXXXXX	AFF-Affidavit-Other	who the affidavit is of- ie "of John Smith"
Amended Motion	MOAMENDED-Amended Motion	what motion is being amended - ie "for summary judgment"
Answer	ANS - Answer	
Briefs	BRIEFS - Briefs	what type of brief or on what - ie "Reply"
Certificate of Representation and Parties	CRP - Certificate of Representation	
Exhibit List	EXHLIST - Exhibit List	
Informational Statement	IFS - Informational Statement	If a jury or court trial is requested - ie "Jury"
Letter	CRS - Correspondence	from who to who and date - ie "from John Smith to Judge Jones dated 11-11-10"
Memorandum	MEMO - Memorandum	type of memo - ie "in reply to plf's motion for summary judgment"
Memorandum and Affidavit	MEMOAFFID - Memorandum and Affidavit	type of memo and affidavit of who -
Motion	MOTION - Motion	type of motion - ie "in limine"
Not specifically listed	DOC - Other Document	type of document - ie "
Notice of Motion and Motion	MONOTMO-Notice of Motion and Motion	type of motion - ie "for summary judgment"
Notice of XXXXX	NOT - Notice-Other	type of notice - ie "for hearing"
Petition for XXXXX	PETITION - Petition-Other	type of petition - ie "for minor settlement"
Proposed Order	PROPOSEDOC- Proposed Document	type of document - ie "proposed order for summary judgment"
Request for Emergency Judge Assignment	REQEMGJA-Request for Emergency Judge Assignment	
Stipulation and unsigned Order to Dismiss	DOC - Other Document	"stipulation and unsigned Order"
Summons & Complaint	SUMMCOMPL - Summons and Complaint	"and affidavit of service" if included
Witness List	WITNESS - Witness List	

***EACH document should be filed as a SEPARATE filing code; do not combine documents in this list and file as one large document**

**** If filed separately from document being served. If being filed with served document, include as last page**